

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2171

Page 1 of 3

Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
1.0	SIP Text Documents – Technical and developmental material for State Implementation Plans required under Federal statutes. These documents include but are not limited to: planning documents, SIP revisions, technical support documents, SIP related databases, submittal letters, and emission calculation documents.	(1.0) Permanent. Transfer periodically to Maryland State Archives.
1.1	Economic Incentive/ Voluntary Measures SIP Documents – These documents support programs/ projects such as the Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc.	(1.1) Permanent. Transfer periodically to Maryland State Archives.
2.0	Hearing Documents (SIP & Non-SIP) --These documents include but are not limited to: regulation development materials that are required by Maryland or Federal laws such as newspaper and MD Register notices, letters notifying the affected counties, affected states in EPA's Region III, the State Clearinghouse, the Children's Environmental Protection Advisory Council, the Department of Business and Economic Development (DBED) and EPA Region III, hearing statements, hearing transcripts, comments and responses and Notices of Final Action. Hearing documents also pertain to hearings on Consent Orders and plans.	(2.0) Retain for twenty (20) years, then destroy
3.0	Grant Workplans and Funding Agreements – These documents pertain to completion of the requirements of specific grant funds, including annual grants of federal funds and funds granted to other agencies by ARMA. Documents may include workplans, progress reports, and work products.	(3.0) Retain for five (5) years, then destroy
3.1	<u>Maryland Department of Transportation Grant Workplans and Funding Agreements</u>	(3.1) Retain for five (5) years, then destroy

Scheduled Approved by Department, Agency, or Division Representative.

Date 10/25
 Signature [Signature] 10/25
 Typed Name George S. Aburn
 Title Program Manager

Schedule Authorized by State Archivist

Date NOV 26 2001
 Signature [Signature]

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 2171

Page 2 of 3

Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
3.2	<u>Maryland Department of Natural Resources Grant Workplans and Funding Agreements</u>	(3.2) Retain for five (5) years, then destroy
3.3	<u>US Environmental Protection Agency Grant Workplans and Funding Agreements</u>	(3.3) Retain for five (5) years, then destroy
3.4	<u>Metropolitan Washington Council of Governments Grant Workplans and Funding Agreements</u>	(3.4) Retain for five (5) years, then destroy
4.0	Transportation/ Planning/ Regional Meeting Documents - Series contains: meeting agendas and supporting materials, minutes, studies commissioned by various organizations, Unified Planning Work Programs, Transportation Improvement Plans, conformity documents, related correspondence from various regional planning bodies, and related materials.	(4.0) Retain for three (3) years, then destroy
4.1-4.9	<u>(4.1) Baltimore Regional Transportation Board</u> <u>(4.2) Wilmington Area Planning Council</u> <u>(4.3) National Capital Transportation Planning Board</u> <u>(4.4) Mid Atlantic Regional Air Management Association</u> <u>(4.5) State and Territorial Air Pollution Program Administrators</u> <u>(4.6) Chesapeake Bay Commission</u> <u>(4.7) Ozone Transport Commission</u> <u>(4.8) Mid-Atlantic, North-East Visibility Union</u> <u>(4.9) Other Regional Planning Bodies</u>	(4.1) Retain for three (3) years, then destroy (4.2) same as 4.1 (4.3) same as 4.1 (4.4) same as 4.1 (4.5) same as 4.1 (4.6) same as 4.1 (4.7) same as 4.1 (4.8) same as 4.1 (4.9) same as 4.1
5.0	Ozone Action Day Materials – These documents include forecast logs, forecast fax materials, ozone action day participant lists, database, etc.	(5.0) Retain for five (5) years, then destroy.
6.0	Emission Inventories – Files include base-year and periodic inventories for ozone precursors, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, survey data.	(6.0) Permanent. Transfer periodically to Maryland State Archives.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 2171

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Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
7.0	Modeling Documents – These files include modeling results/ inputs/ model instruction files and documents.	(7.0) Permanent. Transfer periodically to Maryland State Archives.
8.0	Banking and Trading Documents --These files include information on shutdown and overcontrol of equipment to assist in evaluating emission reduction credits (ERCs) available for trading to new sources.	(8.0) Retain for twenty (20) years, then destroy.
9.0	Administrative Records – includes documents pertaining to but not limited to the following: program procurement and expense reports, personnel files, Managing for Results files, strategic planning documents, policy and directives, managerial level correspondence.	(9.0) Retain for five (5) years, then destroy.

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page | Of ||

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **State Implementation Plan Text Documents**

5. EARLIEST YEAR / LATEST YEAR

1977 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

SIP Text Documents - Technical and developmental material for State Implementation Plans required under Federal statutes. These documents include but are not limited to: planning documents, SIP revisions, technical support documents, SIP related databases, submittal letters, and emission calculation documents.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

10 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/3 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER (File Does NOT become Inactive)

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes - Filed via date and SIP Number
(Indexed)
No

RECOMMENDED RETENTION **Permanent. Periodically transfer to MS State Archives.**

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks
Brian J. Hug *Diane Franks*

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT PLANNING

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE SIP Hearing Documents

5. EARLIEST YEAR / LATEST YEAR

1977 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
SIP Hearing Documents - These documents include but are not limited to: regulation development materials that are required by Maryland or Federal laws such as newspaper and MD Register notices, letters notifying the affected counties, affected states in EPA's Region III, the state Clearinghouse, the Children's Environmental Protection Advisory Council, the Department of Business and Economic Development (DBED) and EPA Region III, hearing statements, hearing transcripts, comments and responses and Notices of Final Action. Hearing documents also pertain to hearings on Consent Orders, inventories and plans.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

5 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

20 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes - Filed via date and SIP Number
(Indexed)
No

RECOMMENDED RETENTION Retain for 20 years and destroy.

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

8/29/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Economic Incentive/ Voluntary Measures SIP Documents**

5. EARLIEST YEAR / LATEST YEAR

1996 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These documents support programs/ projects such as the Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/4 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER File does not become inactive

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X - Filed via Date/ SIP #
No

RECOMMENDED RETENTION

Periodically Transfer to MS State Archives

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Grant Workplans and Funding Agreements**

5. EARLIEST YEAR / LATEST YEAR

1993 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These documents detail the annual requirements of specific grant funds. These workplans may also include progress reports that detail the annual work tasks completed under a grant.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/4 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes - Filed via Date
No

RECOMMENDED RETENTION

Retain for five years, then destroy

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Transportation/ Planning/ Regional Meeting Documents**

5. EARLIEST YEAR / LATEST YEAR

1997 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
Transportation/ Planning/ Regional Meeting Documents - Series contains: meeting agendas and supporting materials, minutes, studies commissioned by various organizations, Unified Planning Work Programs, Transportation Improvement Plans, Plans, conformity documents, related correspondence from various regional planning bodies, and related materials.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes MPO's, planning bodies No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

RECOMMENDED RETENTION **Retain for three (3) years, then destroy**

Yes - Filed via Date
No

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Brian J. Hug/ Diane Franks

410-631-4125

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Ozone Action Day Material**

5. EARLIEST YEAR / LATEST YEAR

1997 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These documents include forecast logs, forecast fax materials, ozone action day participant lists, etc.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/4 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes - Filed via Date
No

RECOMMENDED RETENTION

Retain for five years, then destroy

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Emission Inventories**

5. EARLIEST YEAR / LATEST YEAR

1990 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Emission Inventories - Files include base-year and periodic inventories for ozone precursors, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, survey data.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/4 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER **Does not become inactive**

Number _____ Month(s) _____ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes - Filed via Date
No

RECOMMENDED RETENTION

Permanent. Periodically transfer to MD State Archives

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Modeling Documents**

5. EARLIEST YEAR / LATEST YEAR

1990 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These files include modeling results/ inputs/ model instruction files and documents.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/4 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER Do not become inactive

 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X - Filed via Date
No

RECOMMENDED RETENTION

Permanent. Periodically transfer to MD State Archives

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks
Brian J. Hug *Diane Franks*

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Banking and Trading Documents**

5. EARLIEST YEAR / LATEST YEAR

1995 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Banking and Trading Documents --These files include information on shutdown and overcontrol of equipment to assist in evaluating emission reduction credits (ERCs) available for trading to new sources.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes MPO's, planning bodies No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

RECOMMENDED RETENTION **Retain for 20 years, then destroy.**

Yes - Filed via Date
No

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 10 Of 11

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Federal Register (FR) Notices Related to Maryland**

5. EARLIEST YEAR / LATEST YEAR

1990 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Federal Register (FR) Notices Related to Maryland --These files include FR Notices relevant to Maryland SIP revisions (i.e. EPA approvals, conditional approvals, disapprovals). The notices provide justification for EPA's action on SIP submittals.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

1/10 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/20 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

20 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes MPO's, planning bodies No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

RECOMMENDED RETENTION **Retain for 20 years, then destroy.**

Yes - Filed via Date
No

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 11 Of 11

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **Administrative Records**

5. EARLIEST YEAR / LATEST YEAR

1995 TO 2001

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Administrative Records - includes but is not limited to the following: program procurement and expense reports, personnel files, Managing for Results files, strategic planning documents, policy and directives, managerial level correspondence.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Hwy, ARMA Planning

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

RECOMMENDED RETENTION **Retain for 5 years, then destroy.**

Yes - Filed via Date
No

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Franks

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01